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AUTHOR Ryan, Caroline L.
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ABSTRACT

A "confidential employee" is defined by California law as "any employee who, in the regular course of his duties, has access to or possesses information relating to his employer's employer-employee relations." Under the auspices of the Association of California Community College Administrators, a four-part study of confidential employees was conducted to: (1) determine district policies in relation to these employees; (2) obtain information from confidential employees on their roles and attitudes; (3) inventory confidential positions; and (4) ascertain administrators' perceptions on the role and organization of confidential employees. Responses from 61 of 70 districts surveyed indicated that 67% of these districts did not have separate policies regarding confidential employees, and 92% did not have a grievance procedure for them. A separate questionnaire was sent to 450 confidential employees, and responses from 179 showed 94% to be females; that the majority were negative in their perceptions of the designation "confidential" and its impact; and that they felt alienated from their peers and concerned about their lack of representation. The inventory of confidential positions revealed that 328 of 490 confidentials polled were in secretarial positions and 9.3% in personnel capacities. Administrators varied widely in their perceptions of confidentials as an adjunct to the management team. Recommendations and the questionnaires are included. (HB)

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Management Report

1981-2/5

What is a Confidential Employee?

by

Caroline L. Ryan
Confidential Employee
Feather River College

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ACCCA Your Professional Association

Association of California Community College Administrators

JC 820 157

INTRODUCTION

In November, 1980, I challenged ACCCA for ignoring the confidential employees who were members of the association. There were no articles or regular news in Ad Com for confidential employees. No meetings or workshops were conducted, and I asked what our membership was supposed to mean to the confidential employee and to the association. Dr. Jack Bessire responded to my letter with the suggestion that I find the answers.

Hundreds of confidential employees throughout the community college system have been contacted, some through correspondence and telephone calls, most through the series of questionnaires developed for this survey. (See attachments 1, 2, and 3.) In addition, chief executive officers have been surveyed to determine their attitudes toward confidential employees. (See attachment 4.)

In my original letter to ACCCA I wrote, "My perception of ACCCA is that it is THE professional organization for California community college administrators. What ACCCA has done in its relatively short existence is impressively meaningful from my view in the wings. I hope that it can be the same for Confidentials."

The results of the survey on "What is a Confidential Employee?" are presented here with the hope that ACCCA will recognize these employees who, in most cases, are very closely aligned with management and who provide a significant service to the community college system.

WHAT IS A CONFIDENTIAL EMPLOYEE?

The definition of "confidential employee" according to SB 160 is: ". . . any employee who, in the regular course of his duties, has access to or possesses information relating to, his employer's employer-employee relations." Literally interpreted, this would be a very limited group; however, the interpretation varies considerably among the college districts. Our survey shows that the number will vary from none on several campuses to twenty-six on one campus surveyed. In some instances districts have designated all key classified personnel as confidential to ensure that in case of strike the college could continue to function. The most common configuration is two confidential employees: the President's secretary and one other secretarial or clerical person, usually secretary to the designated bargaining administrator. Those designated are primarily women (94% of those responding) in secretarial positions (67% of positions identified), with another 9.3% working in personnel positions.

As in the interpretation of "confidential employee," chief executive officers varied widely in their consideration of these employees as an adjunct to the management team. While some considered the confidential employees more closely tied to management than other staff and felt that they provided an important support service (page 4.1 #2), others stated that the designation makes them no different from other classified employees.

The confidential employees tended to be negative in their perception of the "confidential" designation and its impact (page 2.2 #9). They do not feel the degree of acceptance by management as was indicated by their CEOs (pages 2.2 and 4.1). Some stated that their administrators were so disapproving of their inclusion in ACCCA that they were reluctant to join the association.

Although the only major change in their positions are the requirements

to become familiar with the bargaining agreements and to recognize the constraints of fair management practices in the course of their contact with other personnel, in terms of personal interest they feel alienated from their peers and are concerned about the lack of representation. Whereas it was common for confidentials to report an initial salary adjustment at the beginning of the collective bargaining era, some report that they have not kept parity with the bargaining units' benefits. They feel that they are losing ground. There seems to be no consistent practice for the meet and confer process (page 4.2). In most districts salary consideration for the confidential employees is taken up along with management and they feel that they are competing with management for the "leftovers" after the district has completed its negotiations with the bargaining units. One district reports that confidential employees are now making less than their counterparts represented by the bargaining unit.

In addition, only eight percent of the districts responding had developed grievance procedures for confidentials. Many employees reported that they did not know what recourse they had, and one stated that it was her perception of the law that confidentials could not grieve. One employee commented: "I wouldn't dare."

PERB was contacted to determine its opinion as to the rights of the confidential employees, but there was no response. It was assumed that PERB sees itself as an arm of the bargaining process rather than servicing all employees.

SB 160, with its various interpretations, has placed the confidential employee in a state of limbo. They have been removed from their peer group, do not have the rights of negotiation, and yet often are not accepted as part of the management team.

It is recommended that administrators statewide develop a consistent rationale for designation of confidential positions thus strengthening the meaningfulness of the positions that are confidential.

A second recommendation is that the ACCCA Confidential Steering Committee be given the charge of acting as a focal point for confidential employees' concerns and assisting in the development of statewide policies which could be modified at the individual campuses as needed but could provide a basis for grievance procedures, meet and confer policies, and problem solving procedures.

The improvement in the morale of the confidential employees which would surely result from such an undertaking would be of benefit to all concerned.

CONFIDENTIAL EMPLOYEES SURVEY

1. Name of College and/or District _____

2. Mailing Address: _____

3. Is your District a multi-campus District? Yes_____ No_____

4. Has your Board of Trustees adopted any separate policies regarding Confidential Employees? Yes_____ No_____

5. Has your Board established a separate salary schedule for Confidential employees? Yes_____ No_____ If yes, please enclose a copy if possible.

6. Has your Board adopted a special fringe benefit program for Confidential Employees?
   (a) If yes, please outline.

   (b) If no, please indicate with what group you are aligned _____

   _____

7. Has your District developed a grievance procedure for Confidential employees? Yes_____ No_____

8. Does your District/College have a Confidential Employee Handbook? Yes_____ No_____ If yes, please enclose a copy if possible.

9. Are you a member of ACCCA? Yes_____ No_____
   If no, are you aware of the Confidential memberships in ACCCA?

   _____ _____

10. Please enclose a list of names and titles for all Confidential employees. If you answered Yes to #3 above, please list the confidential personnel from each college separately.

Name	Position Title

(Please append pages as necessary)

ATTACHMENT 1

ACCCA CONFIDENTIAL STUDY

DISTRICT POLICY SURVEY
(QUESTIONNAIRE NO. 1)

APRIL 10, 1981 PAGE 1

TOTAL SENT	70
TOTAL RESPONSE	61
% RESPONSE	87.14

MULTI CAMPUS:	23
SINGLE CAMPUS:	38

QUESTION #4

HAS YOUR BOARD OF TRUSTEES ADOPTED SEPARATE POLICIES REGARDING CONFIDENTIAL EMPLOYEES?

YES	19	31.15 %
NO	41	67.21 %
IN PROCESS	0	0.00 %

QUESTION #5

HAS YOUR BOARD ESTABLISHED A SEPARATE SALARY SCHEDULE FOR CONFIDENTIAL EMPLOYEES?

YES	40	65.57 %
NO	20	32.79 %

QUESTION #6

HAS YOUR BOARD ADOPTED A SPECIAL FRINGE BENEFIT PROGRAM FOR CONFIDENTIAL EMPLOYEES?

YES	23		37.70 %
NO	38		62.30 %
ALIGNED W/MGT		12	
ALIGNED W/CLASSIFIED		12	
SAME FOR ALL EMPLOYEES		10	
ADJUSTED TO BEST UNION PKG		1	

QUESTION #7

HAS DISTRICT DEVELOPED GRIEVANCE PROCEDURE FOR CONFIDENTIAL EMPLOYEES?

YES	5		8.20 %
NO	53		91.80 %
IN PROCESS	0		0.00 %
SAME AS MGT		2	
SAME AS CLASSIFIED		1	
SAME FOR ALL EMPLOYEES		0	

QUESTION #8

DOES DISTRICT/COLLEGE HAVE CONFIDENTIAL EMPLOYEE HANDBOOK?

YES	5	8.20 %
NO	52	85.25 %
IN PROCESS	4	6.56 %

QUESTION #10

TOTAL NUMBER OF CONFIDENTIAL EMPLOYEES REPORTED: 517

HIGH MULTI-CAMPUS CONFIDENTIALS	28
LOW MULTI-CAMPUS CONFIDENTIALS	0
Least Reported	5
HIGH SINGLE CAMPUS CONFIDENTIALS	17
LOW SINGLE CAMPUS CONFIDENTIALS	0
Least Reported	2

END OF RUN

ACCCA CONFIDENTIAL STUDY

APRIL 3, 1981 PAGE 1

INVENTORY OF CONFIDENTIAL POSITIONS

ACCOUNTING

DIRECTOR, FISCAL SERVICES/BUSINESS	3
ACCOUNTANT, CHIEF/DISTRICT	4
ACCOUNTING ASST/ASST BOOKKEEPER	2
ACCOUNT CLERK	3
AUDITOR, DISTRICT/INTERNAL	3
SR AUDITOR	1
ASSIGNMENT AUDITOR	1
BUDGET DEV & CONTROL SPECIALIST	1
BUDGET TECH/BUSINESS ASSISTANT	4
BOOKKEEPER	3
FINANCIAL ANALYST	1
FIANACIAL AID OFFICER	1
PURCHASING ASSISTANT	1
PURCHASING & BILLING CLERK	1
TOTAL ACCOUNTING POSITIONS	29
% OF SAMPLE	5.92

ASSISTANTS

ASSISTANT, ADMIN/EXECUTIVE	9
ASSISTANT, STAFF/SPECIAL	7
STAFF AIDE	1
TOTAL ASSISTANTS	17
% OF SAMPLE	3.47

CLERICAL

CONF. CLERK/CHANCELLOR OFFICE	1
CLERK TYPIST	1
TYPIST CLERK I	0
TYPIST CLERK II	1
TYPIST CLERK III	2
INTERMED CLERK TYPIST	4
INTERMED CLERK STENO	1
SR CLERK TYPIST	1
SR TYPIST	1
DUPLICATING TECH	1
WORD PROCESSING OPERATOR	2
TOTAL CLERICAL	15
% OF SAMPLE	3.06

DATA PROCESSING

SUPV, SYSTEMS & PROGRAMMING/COMPUTER	3
PROGRAMMER ANALYST	5
DATA PROCESSING OPERATOR	1
PROGRAMMER	1
SYSTEM ANALYST	1
TELEPROCESSING COORDINATOR	1
TOTA. DATA PROCESSING	12
% OF SAMPLE	2.45

FACILITIES

PLANT SUPT/PHYSICAL PLANT DIRECTOR	2
FOREMAN, MAINTENANCE	1
CUSTODIAL SUPERVISOR	1
GROUNDS SUPERVISOR	1
MAINTENANCE WORKER III	1
FACILITIES & RESOURCE TECH	1
TOTAL FACILITIES	7
% OF SAMPLE	1.43

PAYROLL

COORDINATOR, PAYROLL SYST	1
SUPERVISING PAYROLL CLERK	1
PAYROLL TECHNICIAN	1
PAYROLL CLERK	3
PAYROLL CLERK, CERTIFICATED	1
PAYROLL CLERK, CLASSIFIED	2
EMPLOYEE BENEFITS CLERK	1
TOTAL PAYROLL	10
% OF SAMPLE	2.04

PERSONNEL

DIR. PERSONNEL SERV/PERS. OFFICER	1
SUPV, PERSONNEL SERVICES	2
COORD, PERSONNEL/AFFIRM. ACTION	1
DIST. PERSONNEL ASST	2
PERSONNEL SPECIALIST	2
PERSONNEL TECHNICIAN	13
PERSONNEL TECH, CERTIFICATED	4
PERSONNEL TECH, CLASSIFIED	3
PERSONNEL ASSISTANT	12
PERSONNEL ANALYST	1
SR PERSONNEL CLERK	2
PERSONNEL CLERK	2
PERSONNEL TRAINEE	1
TOTAL PERSONNEL	46
% OF SAMPLE	9.39

PUBLIC INFORMATION

PUBLIC INFORMATION OFFICER	9
PIO SPECIALIST	1
COMMUNITY RELATIONS SPECIALIST	1
TOTAL PUBLIC INFORMATION	11
% OF SAMPLE	2.24

SECRETARIAL

TO BD OF TRUSTEES	6
TO CHANCELLOR	5
TO VICE CHANCELLOR/ASST CHANCELLOR	19
TO dIST OFFICE/CHANCELLOR OFFICE	5
TO SUPT/PRESIDENT	27
TO ASST SUPERINTENDENT	11
ASST SECTY TO SUPT/PRES	1
TO COLLEGE PRESIDENT	37
TO VICE PRESIDENT	15
TO ASST TO PRESIDENT	3
ADMINISTRATIVE SECTY	52
EXECUTIVE SECTY	18
TO CONTROLLER/BUSINESS OFF/FINANCE	8
TO DIR PERSONNEL/PERS RELATIONS	9
TO PERSONNEL & SCHEDULING	4
TO PIO/COMMUNICATIONS COORD	6
TO DEAN	42
SR. SECRETARY	19
SECRETARY I	4
SECRETARY II	5
SECRETARY III	19
HEARING SECRETARY	1
CONF. SECRETARY	11
LEGAL SECRETARY	1
TOTAL SECRETARIAL	328
% OF SAMPLE	66.94

SUPERVISOR/SPECIALIST/TECHNICIAN

SPECIALIST, INSTRUCTIONAL SERV	1
RESEARCH TECH/ASSISTANT	2
EXAM AIDE	1
SECURITY OFFICER	1
TELECOURSE DEVELOPMENT ASSOC	1
INSTITUTIONAL RESERACH ANALYST	2
GRANTS COORD/PLANNING & TECHNOL.	1
AUXILLIARY SERV SUPERVISOR	1
SUPERVISOR	0
SUPV, DUPLICATING & COMMUNICATION	1
BOOKSTORE MANAGER	2
ASST. BOOKSTORE MGR	1
ADMISSIONS & RECORDS SUPV	1

TOTAL SUPERVISOR/SPECIALIST/TECHNICIAN 15

% OF SAMPLE 3.06

TOTAL CONFIDENTIALS POLLED 490

END OF REPORT

ACCCA STUDY OF CONFIDENTIALS

CONFIDENTIAL EMPLOYEES QUESTIONNAIRE

APRIL 15, 1981

TOTAL RESPONSES:	179
TOTAL QUESTIONNAIRES:	450
PERCENT RETURN:	39.78

	TOTAL	PERCENT OF SAMPLE
TOTAL SECRETARIAL	128	71.51
TOTAL CLERICAL	5	2.79
TOTAL ASSISTANTS	7	3.91
TOTAL PERSONNEL	18	10.06
TOTAL OTHER	21	11.73
TOTAL MALE	8	4.47
TOTAL FEMALE	168	93.85

2. HAS YOUR JOB BEEN REVISED SINCE DESIGNATED CONFIDENTIAL?

YES 29 NO 142

3. HOW CLOSELY DO ACTUAL DUTIES FOLLOW JOB DESCRIPTION?

VERY CLOSELY	60
MOSTLY	89
NOT TOO REALISTIC	26

4. HAVE ACTUAL DUTIES CHANGED SINCE BECOMING CONFIDENTIAL?

YES 49 NO 123

5. HAS DISTRICT ADOPTED SEPARATE POLICIES FOR CONFIDENTIALS?

	TOTAL	PERCENT OF SAMPLE
SEPARATE SALARY SCHEDULE	132	73.74
ADDITIONAL FRINGES	88	49.16
CONFIDENTIAL HANDBOOK	16	8.94
GRIEVANCE PROCEDURE	13	7.26
INCLUSION IN MGT FUNCTIONS	49	27.37

6. ARE YOU SATISFIED WITH 'PERKS' FOR CONFIDENTIALS?

SALARY	YES	84	NO	79
BENEFITS	YES	92	NO	64
OTHER	YES	17	NO	31

7. HAS INDIVIDUAL BEEN DESIGNATED TO NEGOTIATE FOR CONFIDENTIALS?

YES 32 NO 132 DON'T KNOW 14

8. MANAGEMENT PERCEPTION OF CONFIDENTIALS (REPORTED BY CONFIDENTIALS)
(SEE MANAGEMENT SURVEY - ATTACHMENT #4)

	YES	PERCENT OF SAMPLE
(a) CHANGED IN NAME ONLY	76	42.46
(b) CLASSIFIED STAFF W/O BARGAINING REP	90	50.28
(c) PROVIDE IMPORTANT SUPPORT SERVICES	69	38.55
(d) ADJUNCT OF MANAGEMENT FOR C/B	34	18.99
(e) OTHER	8	4.47

9. CONFIDENTIAL PERCEPTION OF THE POSITIONS

	MALE	FEMALE	PERCENT OF SAMPLE
(a) CHANGED IN NAME ONLY	2	116	65.92
(b) CLASSIFIED STAFF W/O REP	6	139	81.01
(c) PROVIDE SUPPORT SERVICE	5	109	63.69
(d) ADJUNCT OF MANAGEMENT FOR C/B	1	49	27.93
(e) OTHER	0	7	3.91

10. HAVE CONFIDENTIALS FILED GRIEVANCES?

YES 8 NO 171

11. LONGEVITY IN POSITION

	LONGEST TIME IN POSITION	LONGEST TIME IN DISTRICT	LEAST TIME IN POSITION
MALE	10.5	--	0.5
FEMALE	26	38	0.3

END OF RUN

CONFIDENTIAL QUESTIONNAIRE #2

Enough of you have expressed comments in the same directions that we felt it appropriate to submit this additional subjective questionnaire.

1. Has the designation Confidential with its accompanying differentiation affected your job relationships with other Classified?

   (a) Significantly (b) Somewhat (c) Hardly noticeable (d) Not at all

2. Do you feel this is one of the factors which should be compensated?

   Yes_____ No_____

3. If your position title includes the word "Secretary" please estimate the percentage of your time spent in traditionally identified "secretarial" duties, and the percentage spent in managerial type duties.

   _____% Secretarial: typing, taking dictation and transcribing, answering telephone, etc.
   _____% Managerial: planning, advising, supervising, decision making, etc.

4. If your position title includes the word "Secretary" list the five main duties you perform, in terms of importance to the institution.

   1._____

   2._____

   3._____

   4._____

   5._____

5. Do you feel that your abilities are being utilized to their best potential?
   (a) Yes (b) Mostly (c) Not fully

6. Do you feel that your abilities are recognized and appreciated?

   (a) Definitely (b) Mostly (c) Somewhat (d) Not much

7. How important to you for your job satisfaction is utilization of your ability?

   (a) Major importance (b) Significant (c) Moderately important (d) Minor

8. How important to you for your job satisfaction is recognition of your efforts?

   (a) Major importance (b) Significant (c) Moderately important (d) Minor

ATTACHMENT 3

ACCCA STUDY ON CONFIDENTIALS

CONFIDENTIAL QUESTIONNAIRE #2

APRIL 10, 1981

1. HAS CONFIDENTIAL DESIGNATION AFFECTED JOB RELATIONSHIPS WITH OTHER CONFIDENTIALS?

a. SIGNIFICANTLY:	6
b. SOMEWHAT:	21
c. HARDLY:	15
d. NOT AT ALL:	7

2. SHOULD THIS FACTOR BE COMPENSATED?

YES:	27
NO:	20
NOT APPLICABLE:	2

3. SECRETARIAL TIME EVALUATION

HIGH PERCENT SECRETARIAL	100
LOW PERCENT SECRETARIAL	10
AVERAGE:	55
HIGH PERCENT MANAGERIAL	90
LOW PERCENT MANAGERIAL	5
AVERAGE:	45

5. ARE ABILITIES UTILIZED TO BEST POTENTIAL?

a. YES:	7
b. MOSTLY:	21
c. NOT FULLY	22

7. HOW IMPORTANT TO YOU IS UTILIZATION OF YOUR ABILITY?

a. MAJOR IMPORTANCE:	28
b. SIGNIFICANT:	20
c. MODERATELY IMPORTANT:	2
d. MINOR:	0

6. DO YOU FEEL ABILITIES ARE RECOGNIZED AND APPRECIATED?

a. DEFINITELY:	10
b. MOSTLY:	21
c. SOMEWHAT:	16
d. NOT MUCH:	3

8. HOW IMPORTANT IS RECOGNITION OF YOUR EFFORTS?

a. MAJOR IMPORTANCE:	15
b. SIGNIFICANT:	30
c. MODERATELY IMPORTANT:	5
d. MINOR:	0

TOTAL QUESTIONNAIRES SENT:	103
TOTAL RETURNED:	50
PERCENT RETURN:	48.54

END OF RUN

ADMINISTRATIVE PERCEPTION/POSITION ON CONFIDENTIALS

1. Have the actual duties of persons in your institution changed since the advent of SB160 and the Confidential designation?
   Yes____ No____ If yes, in what ways?

   _____

   _____

   _____

2. In reality, the Confidential designation amounts to: (Circle the appropriate answer(s).)

   a. Confidentials have changed in name only
   b. Confidentials are Classified staff without bargaining representation.
   c. Confidentials provide certain specific support services to management.
   d. Confidentials are an adjunct of management in the new era of collective bargaining.
   e. Entirely too much attention is being given Confidentials.
   f. Other (explain)_____

   _____

3. Has a specific individual been designated to handle grievances for Confidentials? Yes_____ No_____ If yes, is that person
   _____ an Administrator
   _____ another Confidential
   _____ staff Personnel manager

4. Who negotiates for Confidentials?

   a. They are included in management's negotiations with the Board.
   b. The Confidentials have selected a Confidential to present their package to the Board (or the Chancellor for Board consideration).
   c. Confidentials are offered a package separate from management but put together by management.
   d. Confidentials have input into the negotiations carried out for them by our staff negotiator.
   e. Other. Specify:_____

   _____

5. Has your District initiated any formal organization

   a. for Management Yes_____ No_____
   b. for Confidentials Yes_____ No_____

Enclosed is a copy of an article which precipitated this inquiry from the ACCCA Ad Com. Please comment on any of the questions posed in the article on the reverse of this sheet. Responses will be held in strict confidence and your honest opinions will be appreciated.

Thank you for your time.

ATTACHMENT 4

ACCCA MANAGEMENT REPORT ON CONFIDENTIALS

ADMINISTRATIVE PERCEPTION/POSITION

APRIL 10, 1981 PAGE 1

TOTAL QUESTIONNAIRES DISTRIBUTED	107
TOTAL QUESTIONNAIRES RETURNED	75
% RETURN	70.09

1. HAVE THE ACTUAL DUTIES OF PERSONS IN YOUR INSTITUTION CHANGED SINCE THE ADVENT OF SB160 AND THE CONFIDENTIAL DESIGNATION?

RESPONSE	PERCENT OF SAMPLE
YES 23	30.67
NO 49	65.33

COMMENTS
* CONTRACT NEGOTIATIONS-TIME COMMITMENTS-CONTRACT GRIEVANCES
* CONFIDENTIALS ARE MORE TRULY MEMBERS OF MGT TEAM AND ARE REPRESENTED ACCORDINGLY. CONSCIOUS & SUBCONSCIOUS TIES ARE CLOSER TO MGT TEAM.
* CONF'S HANDLE INFORMATION IMPORTANT IN BOARD REPRESENTATIVE'S PRESENTATIONS AS DIRECTED BY BD OF TRUSTEES. MUST BE CONFIDENTIAL.
* NOT YET INVOLVED IN C/B - NO CONFIDENTIAL EMPLOYEES

2. IN REALITY THE CONFIDENTIAL DESIGNATION AMOUNTS TO:

a. CHANGED IN NAME ONLY	15	20.00 %
b. CLASSIFIED STAFF W/O BARGAINING REPRESENTATION	36	48.00 %
c. PROVIDE SPECIFIC SUPPORT SERVICES TO MGT	41	54.67 %
d. AN ADJUNCT OF MGT IN COLLECTIVE BARGAINING	39	52.00 %
e. TOO MUCH ATTENTION IS GIVEN CONFIDENTIALS	2	2.67 %
f. OTHER	8	10.67 %

COMMENTS:
* THEY ARE MOVING ALONG THE TRANSITION FROM B TO D, AND HOPEFULLY ARE MAKING PROGRESS IN THIS MIGRATION.
* HAVE 9 CONFIDENTIALS IN DISTRICT. ALL HAVE ALWAYS BEEN IMPORTANT AS SUPPORT STAFF AND DO NOW HAVE A SPECIAL RESPONSIBILITY FOR COLLECTIVE BARGAINING CONFIDENTIALITY.
* CONSIDERED PART OF MGT TEAM AND GIVEN SAME BENEFITS.

3. HAS A SPECIFIC INDIVIDUAL BEEN DESIGNATED TO HANDLE GRIEVANCES FOR CONFIDENTIALS?

YES		10	13.33 %
	AN ADMINISTRATOR	6	
	ANOTHER CONFIDENTIAL	0	
	STAFF PERSONNEL MGR	3	
NO		64	85.33 %

HAS NOT COME UP, BUT WOULD BE AN ADMINISTRATOR

4. WHO NEGOTIATES FOR CONFIDENTIALS?

a. INCLUDED IN MGT NEGOTIATIONS WITH BOARD	31	41.33 %
b. SELECTED CONFIDENTIAL PRESENTS PKG TO BOARD (OR CHANCELLOR)	15	20.00 %
c. OFFERED SEPARATE PKG DEVELOPED BY MGT	15	20.00 %
d. PROVIDE INPUT TO STAFF NEGOTIATOR	4	5.33 %
e. OTHER	13	17.33 %

COMMENTS:
* CONFIDENTIALS MEET, ELECT CHAIRPERSON, AND PRESENT PROPOSALS TO PRES
* THEY TAKE WHAT THEY GET WHICH COMES CLOSEST TO 'C'
* WE MEET AND CONFER ON PKG WHICH I (PRES) PRESENT TO BOARD
CLASSIFIED STAFF HAS HAD INFORMAL WRITTEN/SIGNED AGREEMENTS INCLUDING CONFIDENTIAL STAFF.
* GROUP IS SO SMALL THEY NEGOTIATE AS A TOTAL GROUP

5. HAS DISTRICT INITIATED ANY FORMAL ORGANIZATION:

a. FOR MANAGERS	YES:	26
	NO:	48
b. FOR CONFIDENTIALS	YES:	9
	NO:	66

END OF RUN

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